



CLERK'S OFFICE  
MONTGOMERY COUNTY CIRCUIT COURT  
ERICA W. WILLIAMS, CLERK

1 EAST MAIN STREET, SUITE B-5, CHRISTIANSBURG, VIRGINIA 24073  
PO Box 6309, CHRISTIANSBURG, VIRGINIA 24068  
PHONE 540-382-5760

TO: PERSONS REQUESTING REINSTATEMENT OF DRIVER'S LICENSE - OWING  
FINES & COSTS TO THIS COURT

SUBJECT: POLICY ON PETITION FOR PAYMENT PLAN & DRIVERS LICENSE  
RESTORATION

DATE: October 9, 2008

Please take note of the following in regard to your inquiry, concerning delinquent fines and costs owed to this Court. **THIS APPLIES ONLY TO THE MONTGOMERY COUNTY CIRCUIT COURT.** You must request an Administrative Hearing before the Clerk by the following instructions listed below:

- 1) Prepare a letter (may be handwritten) of specific reason as to why you feel qualified to be considered for payment arrangements.
- 2) Obtain a copy of your VIRGINIA COMPLIANCE SUMMARY LETTER from the Division of Motor Vehicles (this is free).
- 3) Submit both your letter and the VIRGINIA COMPLIANCE SUMMARY LETTER to this Court. Failure to include ALL documentation will result in denial of this request.
- 4) A down payment will be required. In an addition to the down payment, monthly payments as set by the Court until the debt is paid in full. This amount will be set by the Clerk and is based upon the amount you owe (see chart). Failure to pay a down payment will also result in denial of your request.
- 5) No consideration will be given by mail or by telephone.
- 6) It is understood that it is within the total discretion of the Clerk accept your request.
- 7) If you fail to make your payments in a timely manner or miss a payment, your privilege to operate a motor vehicle in Virginia will be suspended and you **WILL NOT BE ELIGIBLE** to petition the Court again.
- 8) Once payments are set for a specific date, there is no grace period, payments are due the day they are set (or before).
- 9) You may **ONLY** petition the Court on **TUESDAYS OR THURSDAYS FROM 8:30 AM TO 3:30 PM.**

AMOUNT OWED TO COURT	DOWNPAYMENT AND MONTHLY PAYMENT
\$750.00 and under	\$50.00 PER MONTH/ \$50.00 down
\$751.00 TO \$1,500	\$75.00 PER MONTH/ \$75.00 down
\$1,501 TO \$3,000	\$100.00 PER MONTH/ \$100.00 down
\$3,000 AND UP	CLERK or Supervisor Discretion